



SFA Human Resources Working Session Summaries

September 1, 2000

Working Session Materials

Working Session One:

Professional, Managerial Competency and Functional Competency Strawmodels

- The Professional Competency document lists SFA's core professional skills and related definitions applicable for all SFA employees. These competencies were drafted with input from the Management Council and discussed with the Channel/Unit Leadership Teams in the working sessions.
- The Managerial Competency document lists the managerial skills that all managers within SFA should exhibit. These competencies were drafted with input from the Management Council and discussed with the Channel/Unit Leadership Teams in the working sessions.
- The Functional Competency Strawmodels were developed for each SFA Channel/Business Unit. The Functional Competency Strawmodels list the functional skills (expected skills to meet performance requirements for a specific role) and related definitions for SFA employees within a specific SFA Channel/Business Unit. During the working sessions, the Channel/Unit Leadership Teams were presented with their organization unit's functional competency strawmodel.

Working Session Two:

Functional Competency Status Report

- The Functional Competency Status Report depicts the progress of the Functional Competency Working Session Process. The Status Report describes the process of conducting the working sessions and soliciting feedback. The Working Session Status matrix shows that the Function Competency Strawmodels were created for each SFA Channel/Business Unit, the date of the scheduled working sessions, and if the Channel/Business Unit has provided feedback.

Working Session Three:

Proposed Proficiency Scale Options Document

- Proposed Proficiency Scale Options document introduces the concept of proficiency rating scales. The Proficiency Scale Options document provides an overview of the skill development process, showing what steps have been completed and the next steps to be addressed – proficiency scale selection. The document provides an explanation of proficiency scale options, illustrates the manner in which each option can be applied and describes the pros and cons of each scale option.